

UNITED STATES GOVERNMENT

# Memorandum

TO : Director of Training

DATE: 31 October 1963

FROM : Chief/JOTP

SUBJECT: Weekly Activities Report #38  
23 - 29 October 1963

A. SIGNIFICANT ITEMS

Nothing to report.

B. NORMAL ACTIVITIES

1. The Integrated Program

a. The OFC #26 was satisfactorily completed last Thursday and the JOT's have begun IPC. The reaction of the JOT's to the course was favorable.

2. [REDACTED]

[REDACTED] to discuss the content of the proposed one-week Clandestine Services Orientation Course for the January JOT Class. The coordination of substantive content will be continued next week by [REDACTED]

3. Regulation [REDACTED] on employee conduct is being read by all members of the JOTP Staff. It is included in a tickler system to be read each January and July every year. It will also be included in the processing materials that are read by every JOT at EOD.

4. [REDACTED] is sitting in on all staff meetings and participating in briefings of candidates by personnel officers, training officers, and Chief/JOTP.

5. The members of the staff have visited our new quarters in the Broyhill Building in order to set up locations of desks and safes and work out details of internal operating procedures.

6. Former [REDACTED] has been appointed Deputy Chief/CSSR

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8. [REDACTED] has winnowed the list of candidates with the result that there is remarkable increase listed for the July 1964 Class and a decrease for the January 1964 Class. On the other hand, we are receiving files of candidates who have been processed for other divisions who cannot employ them because of ceiling limitations. Although my estimates of the size of the next class based on our present list is only 70, I feel relatively sure that because of this new group under consideration and the number of internals who are interested, we will have a full class.

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C. RECRUITMENT ACTIVITIES

See attachment.

D. PERSONNEL MATTERS

Nothing to report.

E. TROUBLESOME MATTERS

a. The problem of assignment of [REDACTED] has been in discussion with [REDACTED]. As I have had no word on his decision, I discussed the problem with DTR.

b. The question of the eligibility of candidate [REDACTED] for the JOT Program is not yet being resolved. I am hoping to have a final answer from the Medical Staff before the end of this week.

c. We find that because of some sort of flap, the checks of several JOT's while in training at [REDACTED] were not received by their bank of authorization. This is being intensively investigated.

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d. A misunderstanding of the procedures of processing of internal JOT's was reported by [REDACTED] after his presentation to the Intelligence Review Class. [REDACTED] gave me permission to use a few minutes between lectures to clarify the misunderstanding.

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Attachment

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